

ITD Facility Risk Assessment - FRA-AO-03 (ITD Office Areas)

Name(s) of Risk Team Members: Heinrich, Herbst, Swiss, Papa, McKeon, Pergan	Point Value → Parameter ↓	1	2	3	4	5
Area/Facility Description Title: JRA-AO-03 Area/Facility # (if applicable): Bldg.515, 129, 459	Occupancy or Use	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Area/Facility Description: This FRA is based on the FRA from Life Sciences with ITD staff additions for office areas of ITD facilities	Severity	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
	Likelihood	Extremely Unlikely	Unlikely	Possible	Probable	Multiple
Approved by: S.Mckeon Date: 9/28/06 Rev. #: 0						
Reason for Revision (if applicable):				Comments:		

		Before Controls					After Initial Controls					After Additional Controls				
Physical Item or Activity	Hazard(s)	Occupancy A	Severity B	Likelihood C	Risk* AxBxC	Initial Controls	Occupancy A	Severity B	Likelihood C	Risk* AxBxC	Control(s) Added to Reduce Risk	Occupancy A	Severity B	Likelihood C	Risk* AxBxC	% Risk Reduction
Walking	Slips, trips, and falls. Custodial buckets, mops in hall cause trip hazard	5	1	4	20	Lighting, building maintenance, Tier I inspections, general housekeeping. Keep halls clear of any items.	5	1	3	15						
Walking on ice/snow (outdoor hazards associated with winter)	Slips, trips, and falls (contusions, fractures, broken bones, back injuries)	2	3	4	24	Application of sand and salt on icy walking surfaces, drainage at water collection points, grounds maintenance, delayed opening of BNL, wearing appropriate footwear. Posters up at doors reminding of current risks due to weather.	2	3	3	18						
Indoor air quality, indoor air temperature.	Allergies, asthma, headaches, pulmonary exposure,	5	2	3	30	Building maintenance, changing air filters from A/Cs and heaters as needed, grounds maintenance (removal of water that could lead to mold), recirculation quality (air exchange rate), monitoring air quality. Report to Building Manager	5	2	2	20						

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General Fire Hazards	Burns, explosion. One hallway fire alarm on second floor 515 reacts with BCF alarms	5	5	2	50	Fire extinguishers, fire alarms, water sprinklers, Tier I inspections, building maintenance, general housekeeping to reduce combustibles, SBMS fire safety subject area and emergency planning. Future plan for Emergency Services to change out that 1 alarm. Review Local Emergency Plan regularly, read signs for emergency exit, plan more than 1 exitway out of building.	5	2	1	10						
Security	Security hazards associated with working alone and/or late at night or early AM	2	3	2	12	Adequate lighting, buddy system, working door locks, escort service, notify person at home and at front gate.	2	3	1	6						
Drinking water-sinks/fountains/bottles. Water bottle storage	Gastro intestinal problems due to elevated bacterial levels.	4	2	3	24	Proper storage of bottles, monitoring of water quality, procedure for cleaning	4	2	2	20						
Working with hot surfaces such as photocopy machine, stove and coffee-maker	Burns	4	2	2	16	Automatic timer device for coffee-maker, Tier I inspections, adherence to manufacturer's instructions of appliances	4	2	1	8						
General Office Space	Repetitive motion; eye strain, back strain and injury from lifting.	5	2	3	30	Training from SBMS Subject area for ergonomics. Review sheets to evaluate. Use of formal ergonomic evaluation.	4	2	2	16						

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General housekeeping issues	Fire, falls on same level; impaired egress; being struck by object, creating restricted walkways, slip hazards, increased fire loading.	5	3	2	30	Tier I Inspections, mandatory and voluntary, cleanout days, awareness of staff, reporting concerns to building manager.	5	2	2	20						
General Electrical Issues Standard electrical installations and activities throughout the Department	Shock or electrocution; reflex injury	3	2	3	18	Work planning, work permits, training, and follow manufacturer’s instructions, verify electric purchases are UL approved, use of only 1 power strip.	3	2	1	6						
*Risk:	0 to 20 Negligible	21 to 40 Acceptable				41 to 60 Moderate				61 to 80 Substantial				81 or greater Intolerable		

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